

OCTOBER 1, 2020

SPDeloraya
PUROK 6 ½ REAL ST.
SAN JUAN, KALAYAAN, LAGUNA

Dear Sir/Ma'am,

Please accept this letter as my formal resignation from my position as Project Supervisor at SPDeloraya three weeks from now/today's date, OCTOBER 20, 2020.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your e and support.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward, I continued success and hope that we can maintain a professional relationship.

Sincerely,

ALDRIN MORALES